Directions for Auto Forwarding Wilkes E-mails

1. Go to [www.wilkes.edu](http://www.wilkes.edu)
2. On the left, in the yellow background near the top - click on “current students/faculty & staff
3. This takes you to the MyWilkes page
4. Complete the secure access login
   1. Enter User Name
   2. Enter PW
   3. (There is a “having problems logging in? link if you have problems)
5. After step 4 is completed you should receive confirmation that you are logged in
6. Go to the “outlook” (top right corner of the webpage) “@outlook web”
7. Bottom left – click on “Rules”
8. New Rule at top of page
   1. Name: a. Name it Home or Work
   2. Importance: “any” (on the pull down tab) – it should already be set
   3. Then: Forward to (add the e-mail address you want the e-mail forwarded to)
   4. You can also check the box which will keep a copy in your Wilkes e-mail box

Call if you have questions.